Blackboard Basics



How to Download the Syllabus

- 1. Log in to Blackboard
- 2. Click on Course Information (on the left side menu)
- Click on Syllabus (on the right side menu)

Did you know that Firefox is the recommended Web Browser to use!

How to Download Graphic Organizer

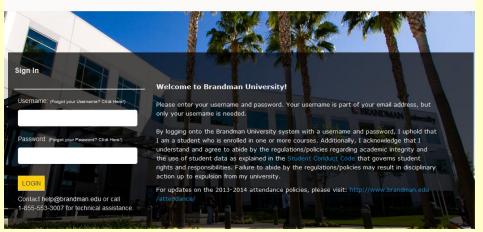
- Log in to Blackboard
- Click on any week and then on introduction
- On the bottom of the grey menu located on the right side under DUAL LANGUAGE TOOLS, click Graphic Organizers
- Select your favorite by clicking on the name
- Click Download

How to Log In

1. Using Firefox, type <u>brandman.blackboard.com</u> into the search bar. This will take you to the Brandman sign in page.



CHAPMAN UNIVERSITY SYSTEM



BRANDMAN HOMEPAGE COURSE CATALOG CONTACT DIRECTORY

2. Type in your username and password and click "LOGIN".



 Click on your class, located under "My Courses" on the right side of the Blackboard dashboard.

• My Courses	
Courses where you are: Instructor LBSU-100-TESTCOPY2	
Student-Success-Strategies-Fall-I-2012-LBSU-100-PD1	
Courses where you are: Student Student-Success-Strategies-Fall-I-2012-LBSU-100-0T1	
My Outcomes Evaluations	
Submissions that are pending evaluation are listed below. Click on the name of the instrument to view the instrument, or click Evaluate to view and evaluate the submissions.	
Student Artifacts (0) Portfolios (0)	
No submissions pending evaluation.	

Remember:

- Download: is to obtain data
- Upload: is to send data
- Search Engine: is used to search on the internet (Yahoo, Google, Bing, etc)

Oral Posting Instructions www.brandman.edu/cii Click on the Student tab



If you have any questions ask the Instructor, the Student Success Specialist at your campus, or the Brandman Service Desk Phone number: 855.553.3007 (Toll Free) or via Email: help@brandman.edu



How to Upload a Document

Log in to Blackboard and click on the week that you have to submit a document. Remember to check on "Assignment this Week" and "Application Assignment"!

Look for "click here to upload"

- 1. In #1 check that you have the correct assignment information
- In #2 attach file: click Browse My Computer and look for the document in your folders
- 3. Add any comment to your instructor if needed.
- 4. Click Submit

+0 V	Week Three > Preview Upload Assignment: Reflection - Week 3			Edit Mode is. (#Q77)	
Student-Su Strategies- 2012-LBSU	ccess-		Assignment: Reflection - Week 3		
Start Here				Cancel Save as Draft Salamit	
Course info	rmation			Cancer Save as crait	
Announcem	nents				
Week One		1. Assignment Information			
Week Two		Name.	Reflection - Week 3		
Week Three		Instructions	Access this section to hand in your Weekly Reflection Assignment. Save your work as a doc or rtf with your n	ame and the assignment name in the file, using first name, ust	
Week Four			name_file name. So, if your name was Chris Cruz, and this is Essay 1, you would title it chris_cruz_essay 1.		
Week Five		Due Date			
Week Six		Points Possible	29		
Week Sever	n				
Week Eight		0			
Discussion	Board	2. Assignment Materia	,		
Virtual Facu	ity Office	Submission		Text Editor is: ON	
Glossary		* Normal • 3 •			
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Online Writi	ng Center				
MyAccess					

Special Learning Tools



NEED HELP IN WRITING, SPEAKING, OR READING?

In every course you will have access to a Dual Language Tool Bar. This powerful tool contains resources that will help you to develop your language skills (English & Spanish). Please take a moment to visit the links on each language area.

GRAPHIC ORGANIZERS

In this area you will find the graphic organizers that you will use in every class!

WANT TO INCREASE YOUR VOCABULARY?

Every course has its own glossary! This is your one-stop resource for professional/jargons terms and definitions.

MY PORTFOLIO

Share your accomplishments through a collection of work you have created in a variety of contexts over time.